

**UNITED STATES DEPARTMENT OF AGRICULTURE**

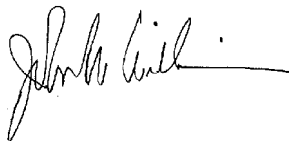
Farm Service Agency  
Washington, DC 20250

**Notice AS-2039**

**For:** FSA Offices Except County Offices

**2002 Administrative Officers' and  
State Executive Directors' (SED's) National Training Conference**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A  
Background**

The Administrative Officers' and SED's Conference has been scheduled in Newport, Rhode Island, May 14 through May 16, 2002.

**B  
Purpose**

This notice provides:

- hotel, travel, and conference information
- instructions for documenting training.

Administrative Officers and SED's will receive training and information in administrative areas determined by a survey conducted by the Administrative Officers' Leadership Group. A general session and concurrent breakout workshops will be conducted during the 3-day conference.

**2 Conference Information**

**A  
Location and  
Date**

The conference will be held from May 14 through May 16, 2002, at the Hyatt Regency Newport Hotel located at One Goat Island, Newport, Rhode Island.

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**Disposal Date**

June 1, 2002

3-22-02

**Distribution**

All FSA Offices except County Offices

## 2 Conference Information (Continued)

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### B

#### Travel Authorization

Travel for Federal State Office participants, excluding spouse or guest, shall be charged to Washington-controlled travel.

Travel is authorized:

- for expenses not to exceed \$153 (\$111 for lodging and \$42 for M&IE) per day for attendance at this conference
- from Monday, May 13 through Friday, May 17, 2002, for all participants.

Participants shall:

- make airline reservations to fly into the TF Green Airport, Providence, Rhode Island as soon as possible to ensure that they arrive before the conference begins on Tuesday, May 14, 2002, at 8 a.m.
- **not schedule return flights before 7 p.m. on Thursday, May 16, 2002.**

**Note:** Friday, May 17, 2002, is authorized as a travel day.

Rental cars are **not** authorized.

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### C

#### Airport Transportation

Ground transportation to the Hyatt Regency Newport Hotel can be obtained by the Providence Airport Shuttle Service (Cozy Cab), which is located outside the baggage claim area. Shuttle service is \$20 per person one-way and runs even numbered hours.

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## 2 Conference Information (Continued)

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### D

#### **Registration and Training Conference Schedule**

Registration for the training conference will be on Monday, May 13, 2002, from 6 p.m. to 8 p.m.

The conference will begin Tuesday, May 14 at 8 a.m. with a general session followed by concurrent breakout workshop sessions in the afternoon.

Concurrent breakout workshop sessions will be held Wednesday, May 15 and Thursday, May 16 from 8 a.m. until 4:30 p.m.

The conference will end on Thursday, May 16, 2002, at about 4:30 p.m.

**Note:** Casual dress is encouraged for the conference.

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## Notice AS-2039

### 3 Action

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#### A

#### State Office Action

Each State Office shall take the following actions.

Step	Action
1	Provide <b>EDSO</b> , by email, the name and title of the <b>3</b> participants from the State Office (Administrative Officer, Assistant Administrative Officer, and SED or other designated participant) authorized to attend this training conference no later than April 15, 2002.
2	By April 15, document this training using the Combined Administrative Management System (CAMS). The CAMS course number is 020068 and session number is 0001.  Direct questions about <b>processing in CAMS</b> to your State Training Officer or the Training and Development Branch, HRD, to Joe Hoffman or Tom Montgomery at 202-418-9041.
3	Make hotel reservations immediately upon receipt of this notice by calling the <b>Hyatt Regency Newport Hotel at 401-851-1234</b> and ask for the Reservation Desk. Participants shall state that they are with the <b>USDA/AO/SED Conference</b> to qualify for the \$111 room rate.  All hotel reservations will be held until 6 p.m. on arrival night, unless guaranteed by credit card. The hotel will only hold this block of rooms until April 15, 2002.  Check-in time is 4 p.m. and check-out time is 11 a.m. at the Hyatt Regency Newport Hotel.
4	Notify the airlines and the hotel of any special accommodations that are necessary.
5	Persons with disabilities who require accommodations to attend or participate in this training conference should notify EDSO with any questions about special needs.

#### B

#### National Office Contact

National Offices shall contact:

- Arlene Hicks, MSD, Resource Coordination Staff at 202-720-3407 for questions or issues concerning the hotel and lodging reservations
  - Arlene Bailey, HRD, Training and Development Branch at 202-418-9043 concerning the conference training.
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